

July 2024

# Advisor – Evidence to Practice (Melbourne)

## Job description

	<b>Reporting to</b>	Principal Advisor or Director	<b>Work location</b>	Melbourne, Australia
	<b>Contract length</b>	24 months, with possibility for extension (incl. 6-month probation)	<b>Time fraction</b>	1 FTE (part-time from 0.8 FTE upwards will be considered)
	<b>Salary</b>	\$100,000 - \$110,000 per annum, plus superannuation	<b>Direct reports</b>	None
	<b>Benefits</b>	- 4 weeks' annual leave - 5 days' company leave - Salary packaging - Flexible work hours - Hybrid office-home working (min 2 days in office/week)	<b>Working relationships</b>	- CEI staff in Australia (Melbourne, Sydney) and across our international offices - External professionals in government and NGO sector
	<b>Assets</b>	Laptop, mobile phone	<b>Criminal record check</b>	Required
	<b>Travel</b>	Required	<b>Working with children check</b>	Required

## Who is the Centre for Evidence & Implementation (CEI)?

At CEI, we believe sound evidence and effective implementation have the power to solve our most pressing social problems. We work with policymakers, practitioners, organisational leaders, and funders – motivated by our mission to close the gap between what we know (from research) and what we do (in practice).

An independent not-for-profit organisation with offices Melbourne, Sydney, London, Singapore, and Oslo, we are passionate about using our expertise to improve the lives of children, families, and communities.

Our core areas of work encompass:

- Translating research into actionable insights.
- Implementing evidence into routine practice using implementation science.
- Rigorous evaluation of policies, practices, and programs.
- Fostering cultures that value evidence for tangible change.

To find out more about CEI, please visit [www.ceiglobal.org](http://www.ceiglobal.org)

## Role purpose

Despite many years of reform in the way child and family services are delivered, there continues to be a growing demand on child protection and intensive family support services, as well as increasing rates of child protection notifications. Aboriginal and Torres Strait Islander families continue to be over-represented in these systems. Families involved in child protection systems experience poorer educational, physical and mental health outcomes.

CEI's Evidence to Practice team focuses on improving outcomes for children and families across Australia, through ensuring:

- families have access to evidence-informed programs and services that meet their needs.
- evidence-informed programs and services are adapted for context and 'fit' with local service delivery models.
- evidence-informed programs and services are implemented as intended to achieve improved outcomes for families.

Working closely with senior staff, the Advisor supports the delivery of implementation strategies within a portfolio of CEI projects with government and community services. You will assist in the development of evidence-informed practice frameworks, support efforts to effectively implement interventions through a range of evidence-based strategies, and contribute to project management, research, presentations and publications as required.

As an Advisor, you will bring a high level of experience in clinical practice of evidence-informed therapeutic approaches. You will benefit from a grounding in implementation science literature and/or experience in providing implementation support for evidence-informed programs and practices in social services settings. You will be flexible and bring a diverse skillset to lead and contribute across CEI's key areas of work.

## Key areas of responsibility

Under direction of the Director or Principal Advisor, the Advisor takes responsibility for the following activities.

### **Support the design and development of evidence-informed practice resources, such as practice frameworks and practice guides**

- Write evidence-informed practice frameworks and guides that are fit-for-purpose and context.
- Analyse and synthesise evidence of what works in relevant sectors, including academic research, practitioner expertise, and lived experience.
- Co-design of evidence-informed practice resources.
- Trial and test practice resources with key stakeholders and partners to ensure appropriateness and suitability.

### **Provide implementation support for evidence-informed programs, practices and interventions**

- Design and deliver high-quality training in face-to-face and online formats (may require regional travel).
- Provide support to practitioners through coaching, field observation and review.
- Build the capability of agency staff to drive practice change and other implementation efforts.
- Develop and use resources to support implementation in the field, e.g. practice fidelity assessments, implementation plans.
- Keep up to date with implementation science literature and apply insights to implementation practice.

**Contribute to CEI's thought leadership and knowledge exchange in implementation science and related topics**

- Facilitate workshops, seminars and other activities to build the capability of our partners and stakeholders to understand, use and embed evidence into their day-to-day work.
- Facilitate sector and community consultation around implementation of evidence-informed programs, practices and interventions, and/or use of evidence in program design and delivery.
- Provide evidence-informed implementation advice to clients and key stakeholders.

**Project management support**

- Take the role of assistant project manager for selected projects, e.g. taking responsibility for developing project plans and coordinating project tasks; contributing to running team meetings; liaising with the project manager and project partners, and other project administrative duties.
- Support project delivery by undertaking activities to a high standard and in a timely fashion, including:
  - Coordinating and scheduling meetings and events.
  - Preparing high-quality written reports.
  - Preparing and delivering high-quality presentations (e.g. to service sector or partners, or at conferences).
  - Preparing material for CEI publications (e.g. website, newsletters).
  - Developing program logics/theories of change for evidence-informed programs.

**Business development and stakeholder relationships**

- Contribute to the preparation of competitive tenders, project proposals and grant submissions.
- Support the development and maintenance of strong stakeholder relationships.

**Internal operations**

- Proactively contribute to CEI's internal operations, activities and processes, such as team meetings, knowledge management and performance tracking.

**Other duties, as required**

## Key selection criteria

### Qualifications/accreditations

- Postgraduate degree in Psychology, Social Work, or related disciplines.

### Essential skills and experience

- 3+ years of professional experience in a relevant sector, and willingness to quickly develop knowledge in other sectors. Relevant sectors include child welfare, parenting and families, mental health, justice, and Aboriginal social-emotional wellbeing.
- Demonstrated clinical experience in family therapy, cognitive-behaviour therapy, parenting interventions or other evidence-informed therapeutic approaches.
- Demonstrated ability to use clinical knowledge and skills to build capability of other professionals.
- Experience in the design of evidence-informed practices, programs, or interventions in relevant sectors.
- Experience supporting the implementation of evidence-informed practices, programs, or interventions into a service delivery context (e.g. through training and coaching frontline staff).
- High-level verbal communication skills for delivering training, facilitating interactive workshops, and communicating with project partners.
- High-level written communication skills for preparing high-quality documents for a range of audiences (e.g. practitioners, policymakers, academics).
- Excellent interpersonal skills for collaborating and engaging with a wide range of professionals, clients and colleagues.
- Demonstrated ability to work independently and as part of a team.
- Capability to work in a fast-paced environment, while managing time and competing demands.
- Ability and willingness to travel within Victoria.

### Desirable attributes

- AHPRA registration as a Psychologist, or AASW membership as a Social Worker.
- Familiarity with the principles and practices of implementation science.
- Knowledge of empirical research and current issues relating to child maltreatment, parenting, family violence and/or related fields.
- Experience in monitoring and evaluation for programs, practices and interventions.
- Experience working in or with Aboriginal and Torres Strait Islander communities.

## Health and safety requirements

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Comply with emergency evacuation procedures.
- Report all incidents, injuries and potential hazards in a timely manner.
- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures.

*Only applicants with the right to work in Australia will be considered.*

## Diversity and inclusion at CEI

Diversity and inclusion are fundamental to CEI's work. We are driven to improve outcomes for communities facing adversity through leveraging the best available evidence.

We actively seek and welcome applications from people with diverse backgrounds, and with lived experience of the social issues our work addresses and in the communities we aim to serve. We strongly encourage applications from Aboriginal and Torres Strait Islander people.



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